UNITED NATIONS

ST

Secretariat

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10 March 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE LIBRARY BUILDING, CONFERENCE BUILDING AND THE SECOND FLOOR OF THE SECRETARIAT BUILDING ON 14 AND 15 MARCH 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of electrical power starting on Saturday, 14 March 1992 at 6 p.m. until 12 midnight on 15 March 1992. The air-conditioning system will be turned off throughout the entire building complex on both days. The shutdown is necessary to effect the work required on the short-circuit protection programme of the Headquarters complex. As a result, electrical services in the following areas will be affected:

(a) Library Building: Electrical power in the entire building including air-conditioning will be shut off;

(b) Conference Building: There will be no electrical power in the south end of the service drive, first basement, first floor, second floor and third floor;

(c) Secretariat Building:

(i) The entire air-conditioning system in the Secretariat Building will be turned off;

(ii) There will be no electrical power in the south end of the second floor, Department of Public Information.

2. In view of the above, the Library and Conference Buildings will be closed to the public. Staff members in the Library and the Conference Buildings and in the other areas affected are requested to ensure that all computers, word

processors, minicomputers, photocopiers and any other electrical equipment are unplugged before leaving the office on Friday, 13 March 1992. FAILURE TO DO SO MAY RESULT IN POTENTIAL DAMAGE TO THE ELECTRICAL EQUIPMENT.

3. The Secretariat Building will be provided with electrical power except as noted in subparagraph 1 (c) above. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the shutdown of electrical power may be obtained from the Buildings Management Service, extension 3-5838.